



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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COMMISSIONER OF ADMINISTRATION

June 17, 2004

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2004-49

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Teacher's Retirement Return To Work Input File for 2003-2004

According to the TRSL Employer Procedures Manual, Index 15, Page 2, Item 1 states: "Employers must report to TRSL by August 15 all earnings of TRSL retirees for the prior fiscal year, including disability retirees, even if those earnings are for part-time, substitute, temporary, or contract employment." Item 2 states: "In order to help employers report all retirees who report to work, TRSL requests that each employer submit a file on diskette or via the Internet. The file should include all employees paid by that employer, whether on salary or by single payment."

The ISIS HR Payroll Reconciliation Report (ZP145) with variant OSUP/TRSL RPT will assist agencies with this reporting. The agency personnel area **must** be added to the selection criteria before running this report/variant. When selecting the OSUP/TRSL RPT variant ISIS HR will display the fiscal year to date gross earnings for **all** employees within the agency selected. Upon execution of the report, agencies should export the information into Excel and format the spreadsheet based on TRSL requirements. Since this report does not include Social Security Numbers, this information will have to be manually entered into the spreadsheet. Agencies should also follow TRSL requirements for adding other payments made to retirees (e.g. paid by agency through AFS). The Payroll Recon Report should be run after June 28, 2004 in order to capture all fiscal year amounts.

Teacher's Retirement will advise agencies on the reporting requirement in early July. The reporting deadline and specifications will be detailed in the memorandum. Each agency with employees contributing to TRSL is responsible for completing the TRSL reporting requirements.

For questions regarding submission of this information to TRSL, please contact Bernadette Abadie at (225) 925-6556 or e-mail her at bernadette.abadie@trsl.org. For questions on executing the Payroll Recon Report with the variant or any additional questions contact a member of the OSUP Wage and Tax Administration Unit at (225):

Tiko Ary	342-1652	Rachel Bryant	342-1651
Wendy Eggert	219-0191	Rhonda Desselle	219-0338
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JWC/THA/kmb
c: Bernadette Abadie, TRSL